Job Class Infotype Changes Report

Purpose Use this procedure to view changes/updates made to Job Classes.

Trigger Use this procedure to view/verify updates that have been made to a job class.

Prerequisites A job class has been entered into HRMS.

End User Roles In order to perform this transaction you must be assigned the following role:

Organizational Management Processor
 Organizational Management Inquirer
 Personnel Administration Processor
 Personnel Administration Supervisor

Personnel Administrator Inquirer

Change History			
Date	Change Description		
06/18/12	Procedure Created		

Transaction Code ZHR_RPTOMN02

Helpful Hints	 This report will show changes that were keyed on June 26, 2012 and forward.
	 By entering a Start and End date of running the report by user, this will prevent the report from timing out.



Procedure

1. Start the transaction using the above menu path or transaction code ZHR_RPTOMN02 Program Edit Goto System Help **②** Display Change Documents **(2)** Data Source ▼ Read from Database Read from Archive Object / Plan Version 01 🕑 Current plan Object Type ₽ Object ID Search Term Infotype Infotype Subtype Planning status Change Data User Start date 06/15/2012 00:00:00 Clock Time (Start) 06/15/2012 End Date Clock Time (End) 23:59:59 Output Technical View O Summarized View ✓ Display Field Contents Data Source section, verify the ✓ Read from Database Data Source

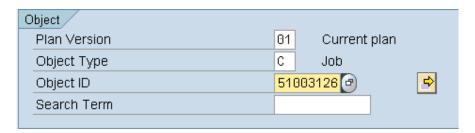
2. box is checked.



Under the Object section, complete the following fields: 3.



	R=Require	ed Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description		
Plan Version	R	Identifies the active version for the report. Verify that 01 has defaulted in.		
		Example: 01		
Object Type	R	This is a type of object, such as a position, job, or organizational unit.		
		Example: C (Job)		
Object ID	0	This is the system-assigned number of an object type. Job classification system assigned numbers begin with a 5. Example: 51003126		



4. Under the Infotype section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry					
Field Name	R/O/C	Description			
Infotype	0	This is a screen that is used to enter employee information and to group related data fields together. Place your cursor in the <i>Infotype</i> field and click on the (matchcode) to display a list infotypes. • (1000) Object- Select to view changes to the job. • (1001) Relationships- Select to view position changes within or out of an organizational unit. • (1005) Planned Compensation – Select to view changes to the positions pay scale. Depending on the infotype number entered in this field additional search criteria fields may appear.			
		Example: 1000 (Object)			



Subtype	0	This is a way further define the data being stored on an infotype. Only certain infotypes have subtypes. Example:
Planning Status	0	This is the status of an action. Example: 1 (Active)

Infotype	
Infotype	1000 Object
Planning status	
Language Key	

5. Under the Change Data section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
User	С	Enter the Personnel Number, or Name of user who made the changes. Example: 20000000
Start Date	С	Enter date of changes entered. System defaults to current date. Only changes that were made on or after June 26, 2012 will display. To view all changes leave this field blank. Example: 04/01/2012
Clock Time (Start)	С	Enter time changes were keyed. To view all changes leave this field blank. Example:
End Date	С	Enter date of changes entered. System defaults to current date. To view all changes leave this field blank. Example: 12/31/9999



Clock Time (End)	С	Enter time change To view all Example:	ges were keye		d blank.	
Change Data						
User			2000000	<u> </u>		
Start date						
Clock Time (Start)						
End Date						
Clock Time (Er	nd)					

6. Under the Output section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry					
Field Name	R/O/C	Description			
Technical View	0	Report results will display in technical form- displaying all			
		changes deletes and creates for the given record.			
Summarized	0	Report results display a single document for multiple documents			
View		stored for a particular set of data.			
Display Field	R	Verify this box is check.			
Contents		(i)			
		If the box is checked, report results will display each			
		infotype field that has been changed both new and old.			
		If the box is not checked, report results will show a single			
		line will display the change made.			

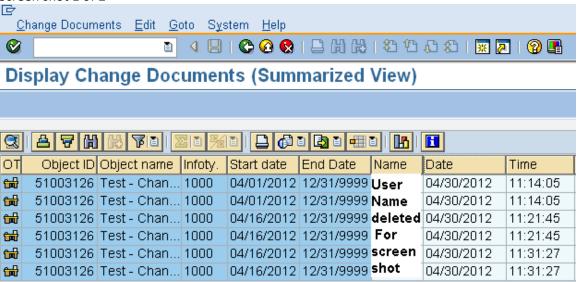




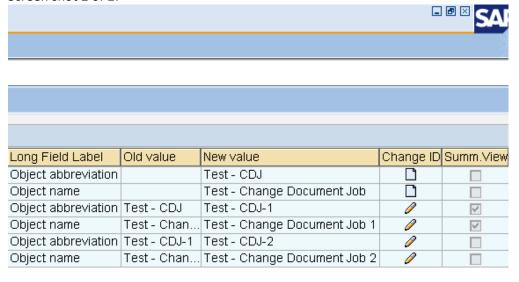
(Execute) to generate the report. 7. Click <u>P</u>rogram <u>E</u>dit <u>G</u>oto S<u>y</u>stem <u>H</u>elp **Display Change Documents (** Data Source / ✓ Read from Database Read from Archive Object / 01 Current plan Plan Version С Object Type Job ₽ 51003216 Object ID Search Term Infotype / 1000 Object Infotype Planning status Language Key Change Data User 20000000 Start date Clock Time (Start) End Date Clock Time (End) Output / O Technical View Summarized View ☑ Display Field Contents



8. Screen shot 1 of 2



9. Screen shot 2 of 2:



10. You have completed this transaction.

Results

You have generated the Display Change Documents report for a Job Class

